



STATE OF ALABAMA

DEPARTMENT OF FINANCE
DIVISION OF PURCHASING

INVITATION TO BID

INVITATION TO BID NO: 10-X-2216344

REQ. AGENCY : 019000
DEPARTMENT OF REVENUE
AGENCY REQ. NO. :
T-NUMBER : TA443
DATE ISSUED : 02/09/10
VENDOR NO. :
VENDOR PHONE NO. :
SNAP REQ. NO. : 1435633
BUYER NAME : WENDY PENTON

FOR: DISABILITY PLACARDS

BUYER PHONE NO. : (334) 353-7176-
PURCHASING PHONE NO: (334) 242-7250

BID MUST BE RECEIVED BEFORE:
DATE: 03/15/10 TIME: 5:00 PM

BIDS WILL BE PUBLICLY OPENED:
DATE: 03/16/10 TIME: 10:00 AM

TO BE COMPLETED BY VENDOR

INFORMATION IN THIS SECTION SHOULD BE PROVIDED, AS APPROPRIATE. BID RESPONSE
MUST BE IN INK OR TYPED WITH ORIGINAL SIGNATURE AND NOTARIZATION.

1. DELIVERY: CAN BE MADE _____ DAYS OR _____ WEEKS AFTER RECEIPT OF ORDER
2. TERMS: _____(DISCOUNTS ARE TAKEN WITHOUT REGARD TO DATE OF PAYMENT.)
3. PRICE VALID FOR ACCEPTANCE WITHIN _____ DAYS.
4. VENDOR QUOTATION REFERENCE NUMBER, IF ANY: _____
(THIS NUMBER WILL APPEAR ON THE PURCHASE ORDER.)
5. E-MAIL ADDRESS: _____
INTERNET WEBSITE: _____
6. GENERAL CONTRACTOR'S LICENSE NO: _____
TYPE OF G.C. LICENSE: _____

***** IMPORTANT NOTE: *****

BIDDERS MUST COMPLY WITH ALL "BID RESPONSE INSTRUCTIONS" ON PAGE 2, TO INCLUDE
ITEM 7 - COPY REQUIREMENT.

RETURN INVITATION TO BID:

US MAIL

COURIER

STATE OF ALABAMA
DEPARTMENT OF FINANCE
DIVISION OF PURCHASING
P O BOX 302620
MONTGOMERY, AL 36130-2620

STATE OF ALABAMA
DIVISION OF PURCHASING
RSA UNION BUILDING
100 N. UNION ST., SUITE 192
MONTGOMERY, AL 36104

SIGNATURE AND NOTARIZATION REQUIRED

I HAVE READ THE ENTIRE BID AND AGREE TO FURNISH EACH ITEM OFFERED AT THE PRICE QUOTED.
I HERBY AFFIRM I HAVE NOT BEEN IN ANY AGREEMENT OR COLLUSION AMONG BIDDERS IN
RESTRAINT OF FREEDOM OF COMPETITION BY AGREEMENT TO BID AT A FIXED PRICE OR TO
REFRAIN FROM BIDDING.

SWORN TO AND

FEIN OR SSN

AUTHORIZED SIGNATURE (INK)

SUBSCRIBED BEFORE ME THIS

COMPANY NAME

TYPE/PRINT AUTHORIZED NAME

_____ DAY OF _____

MAIL ADDRESS

TITLE

NOTARY PUBLIC

CITY, STATE, ZIP

TOLL FREE NUMBER

TERM EXP: _____

PHONE INCLUDING AREA CODE

FAX NUMBER

STANDARD TERMS & CONDITIONS

VENDOR NAME :

VENDOR NUMBER: -

ITB NO. : 10-X-2216344

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INVITATION TO BID

OPEN DATE : 03/16/10 TIME: 10:00 AM

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AUTHORITY:

THE DEPARTMENT OF FINANCE CODE OF ADMINISTRATIVE PROCEDURE, CHAPTER 355-4-1 EFFECTIVE DECEMBER 20, 2001 IS INCORPORATED BY REFERENCE AND MADE A PART OF THIS DOCUMENT. TO RECEIVE A COPY CALL (334)242-7250, OR OUR WEBSITE WWW.PURCHASING.ALABAMA.GOV .

INFORMATION AND ASSISTANCE TO MINORITY AND WOMEN-OWNED BUSINESSES IN ACQUIRING M/WBE CERTIFICATION MAY BE OBTAINED FROM THE OFFICE OF MINORITY BUSINESS ENTERPRISE, 1-800-447-4191.

BID (ITB) RESPONSE INSTRUCTIONS

REV: 01/14/10

1. TO SUBMIT A RESPONSIVE BID, READ THESE INSTRUCTIONS, ALL TERMS, CONDITIONS AND SPECIFICATIONS.
2. BID ENVELOPES/PACKAGES/BOXES MUST BE IDENTIFIED ON FRONT, PREFERABLY LOWER LEFT CORNER AND BE VISIBLE WITH THE BID NUMBER AND OPENING DATE. EACH INDIVIDUAL BID (IDENTIFIED BY A UNIQUE BID NUMBER) MUST BE SUBMITTED IN A SEPARATE ENVELOPE. RESPONSES TO MULTIPLE BID NUMBERS SUBMITTED IN THE SAME ENVELOPE/COURIER PACKAGE, THAT ARE NOT IN SEPARATE ENVELOPES PROPERLY IDENTIFIED, WILL BE REJECTED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR LATE BIDS FOR ANY REASON INCLUDING THOSE DUE TO POSTAL, OR COURIER SERVICE. BID RESPONSES MUST BE IN THE DIVISION OF PURCHASING OFFICE PRIOR TO THE "RECEIVE DATE AND TIME" INDICATED ON THE BID.
3. BID RESPONSES (PAGE 1, PRICE SHEET AND ADDENDUMS (WHEN SIGNATURE IS REQUIRED)) MUST BE IN INK OR TYPED ON THIS DOCUMENT. OR EXACT FORMAT WITH SIGNATURES BEING HANDWRITTEN ORIGINALS IN INK (PERSON SIGNING BID, NOTARY, AND NOTARY EXPIRATION), OR THE BID WILL BE REJECTED. UNLESS INDICATED IN THE BID, ALL PRICE PAGES MUST BE COMPLETED AND RETURNED. IF AN ITEM IS NOT BEING BID, IDENTIFY IT AS NB (NO-BID). PAGES SHOULD BE SECURED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR MISSING PAGES. FAXED BID RESPONSES WILL NOT BE ACCEPTED.
4. THE UNIT PRICE ALWAYS GOVERNS REGARDLESS OF THE EXTENDED AMOUNT. A UNIT PRICE CHANGE ON A LINE MUST BE INITIALED BY THE PERSON SIGNING THE BID, OR THAT LINE WILL BE REJECTED. THIS INCLUDES A CROSS-OUT, STRIKE-OVER, INK-OVER, WHITE-OUT, ERASURE, OR ANY OTHER METHOD CHANGING THE PRICE.
5. A "NO BID" MUST BE RETURNED TO REMAIN ON A CLASS/SUBCLASS. RETURN PAGE 1 OR NOTIFICATION PAGE MARKED "NO-BID". IDENTIFY IT ON THE ENVELOPE AS A "NO-BID". FAILING TO RESPOND TO 3 ITB'S WITHIN THE SAME CLASS/SUBCLASS WILL AUTOMATICALLY PURGE THE VENDOR FROM THAT CLASS/SUBCLASS. RESPONDING WITH 6 "NO-BIDS" WITHIN THE SAME CLASS/SUBCLASS WILL AUTOMATICALLY PURGE THE VENDOR FROM THAT CLASS/SUBCLASS. A "NO-BID" RECEIVED LATE IS CONSIDERED A NO RESPONSE.
6. THE DIVISION OF PURCHASING IS NOT RESPONSIBLE FOR MISINTERPRETATION OF DATA FAXED FROM THIS OFFICE.
7. THE DIVISION OF PURCHASING REQUIRES AN ORIGINAL AND A MINIMUM OF ONE COMPLETE EXACT COPY (TO INCLUDE SIGNATURE AND NOTARY) OF THE INVITATION-TO-BID RESPONSE. THE ORIGINAL AND THE COPY SHOULD BE SUBMITTED TOGETHER AS A BID PACKAGE. FAILURE TO MARK RESPONSES AS "ORIGINAL" AND/OR "COPY" COULD RESULT IN THE ENTIRE BID RESPONSE BEING REJECTED.
8. AN IMPROPERLY SUBMITTED BID, LATE BID, OR BID THAT IS CANCELLED ON OR BEFORE THE OPENING DATE WILL BE HELD FOR 90 DAYS AND THEN DESTROYED. THE BID MUST BE RETRIEVED DURING REGULAR WORK HOURS, MONDAY - FRIDAY, EXCEPT STATE HOLIDAYS. AFTER THE BID IS DESTROYED, THE DIVISION OF PURCHASING ASSUMES NO RESPONSIBILITY FOR THE DOCUMENT.

DISQUALIFIED/CANCELLED BID

BIDS THAT ARE IMPROPERLY SUBMITTED OR RECEIVED LATE WILL BE A RESPONSE FOR RECORD, BUT WILL NOT BE RETURNED OR A NOTIFICATION MAILED.

THE FOLLOWING IS A PARTIAL LIST WHEREBY A BID RESPONSE WILL BE DISQUALIFIED:

BID NUMBER NOT ON FACE OF ENVELOPE/COURIER PACKAGE/BOX
RESPONSES TO MULTIPLE BID NUMBERS IN SAME ENVELOPE NOT PROPERLY IDENTIFIED
BID RECEIVED LATE
BID NOT SIGNED/NOT ORIGINAL SIGNATURE
BID NOT NOTARIZED/NOT ORIGINAL SIGNATURE OF NOTARY AND/OR NO NOTARY EXPIRATION
NOTARIZED OWN SIGNATURE
REQUIRED INFORMATION NOT SUBMITTED WITH BID
FAILURE TO SUBMIT THE ORIGINAL BID AND A COMPLETE EXACT COPY

CERTIFICATION PURSUANT TO ACT NO. 2006-557

ALABAMA LAW (SECTION 41-4-116, CODE OF ALABAMA 1975) PROVIDES THAT EVERY BID SUBMITTED AND CONTRACT EXECUTED SHALL CONTAIN A CERTIFICATION THAT THE VENDOR, CONTRACTOR, AND ALL OF ITS AFFILIATES THAT MAKE SALES FOR DELIVERY INTO ALABAMA OR LEASES FOR USE IN ALABAMA ARE REGISTERED, COLLECTING, AND REMITTING ALABAMA STATE AND LOCAL SALES, USE, AND/OR LEASE TAX ON ALL TAXABLE SALES AND LEASES INTO ALABAMA. BY SUBMITTING THIS BID, THE BIDDER IS HEARBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557, THEY ARE NOT BARRED FROM BIDDING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-116, AND ACKNOWLEDGES THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.

SPECIAL TERMS & CONDITIONS

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INVITATION TO BID

INTENT TO AWARD

EFFECTIVE MAY 1, 2008, THE STATE OF ALABAMA - DIVISION OF PURCHASING WILL ISSUE AN 'INTENT TO AWARD' BEFORE A FINAL AWARD IS MADE. THE 'INTENT TO AWARD' WILL CONTINUE FOR A PERIOD OF FIVE (5) CALENDAR DAYS, AFTER WHICH A PURCHASE ORDER WILL BE PRODUCED. UPON FINAL AWARD, ALL RIGHTS TO PROTEST ARE FORFEITED. A DETAILED EXPLANATION OF THIS PROCESS MAY BE REVIEWED IN THE ALABAMA ADMINISTRATIVE CODE - CHAPTER 355-4-1(14).

ALTERNATE BID RESPONSE

UNLESS STATED ELSEWHERE IN THIS INVITATION-TO-BID (ITB) THE STATE OF ALABAMA WILL ACCEPT AND EVALUATE ALTERNATE BID SUBMITTALS ON ANY ITB'S. ALTERNATE BID RESPONSES WILL BE EVALUATED ACCORDING TO THE REQUIREMENTS AS ALL OTHER RESPONSES TO THIS ITB.

INTERNET WEBSITE LINK'S

INTERNET AND/OR WEBSITE LINKS WILL NOT BE ACCEPTED IN BID RESPONSES AS A MEANS TO SUPPLY ANY REQUIREMENTS STATED IN THIS ITB (INVITATION-TO-BID).

PRODUCT DELIVERY, RECEIVING AND ACCEPTANCE

IN ACCORDANCE WITH THE UNIVERSAL COMMERCE CODE (CODE OF ALABAMA, TITLE 7), AFTER DELIVERY, THE STATE OF ALABAMA HAS THE RIGHT TO INSPECT ALL PRODUCTS BEFORE ACCEPTING. THE STATE WILL INSPECT PRODUCTS IN A REASONABLE TIMEFRAME. SIGNATURE ON A DELIVERY DOCUMENT DOES NOT CONSTITUTE ACCEPTANCE BY THE STATE. THE STATE WILL ACCEPT PRODUCTS ONLY AFTER SATISFACTORY INSPECTION.

SALES TAX EXEMPTION

PURSUANT TO THE CODE OF ALABAMA, 1975, TITLE 40-23-4 (A) (11), THE STATE OF ALABAMA IS EXEMPT FROM PAYING SALES TAX. AN EXEMPTION LETTER WILL BE FURNISHED UPON REQUEST.

INVOICES

INQUIRIES CONCERNING PAYMENT AFTER INVOICES HAVE BEEN SUBMITTED ARE TO BE DIRECTED TO THE RECEIVING AGENCY, NOT THE DIVISION OF PURCHASING

BID RESPONSES AND BID RESULTS

UNEVALUATED BID RESPONSES (NOT BID RESULTS) ARE AVAILABLE ON OUR WEB SITE AT WWW.PURCHASING.ALABAMA.GOV. BID RESULTS WILL BE MADE AVAILABLE FOR REVIEW IN THE DIVISION OF PURCHASING OFFICE, BUT ONLY AFTER THE BID HAS BEEN AWARDED. WE DO NOT FAX OR MAIL COPIES OF BID RESULTS. IF A VENDOR WISHES TO REVIEW BID RESULTS IN OUR OFFICE, THEY SHOULD FAX THEIR REQUEST TO REVIEW THE BID TWO DAYS IN ADVANCE TO THE "BID REVIEW CLERK" AT (334) 242-4419. BE SURE TO REFERENCE THE BID NUMBER.

FOREIGN CORPORATION - CERTIFICATE OF AUTHORITY

ALABAMA LAW PROVIDES THAT A FOREIGN CORPORATION (AN OUT-OF-STATE COMPANY/FIRM) MAY NOT TRANSACT BUSINESS IN THE STATE OF ALABAMA UNTIL IT OBTAINS A CERTIFICATE OF AUTHORITY FROM THE SECRETARY OF STATE. SECTION 10-2B-15.01, CODE OF ALABAMA 1975. TO OBTAIN FORMS FOR A CERTIFICATE OF AUTHORITY, CONTACT THE SECRETARY OF STATE, CORPORATIONS DIVISION, (334) 242-5324. THE CERTIFICATE OF AUTHORITY DOES NOT KEEP THE VENDOR FROM SUBMITTING A BID.

BID IDENTIFICATION

REFERENCE PAGE 2, ITEM 2. DUE TO THE POSTAL SERVICE PUTTING BAR CODE LABELS ON ENVELOPES, IT CONCEALS THE BID NUMBER AND DATE IF THE VENDOR HAS WRITTEN THEM OTHER THAN THE LOWER LEFT CORNER, THEREFORE THE BID WOULD BE REJECTED FOR NOT BEING PROPERLY IDENTIFIED.

SPECIAL TERMS & CONDITIONS

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INVITATION TO BID

PURPOSE:

ESTABLISH A CONTRACT FOR DISABILITY ACCESS PARKING PLACARDS FOR THE DEPARTMENT OF REVENUE. THEY WILL BE THE SOLE USERS OF THIS CONTRACT.

AWARD:

AWARD WILL BE MADE "ALL OR NONE" TO THE LOWEST RESPONSIBLE BIDDER MEETING ALL SPECIFICATIONS.

ASSIGNMENT OF CONTRACT:

TO ASSIGN, SUBLET OR TRANSFER ANY CONTRACT RESULTING FROM THIS SOLICITATION, THE VENDOR'S WRITTEN REQUEST MUST BE APPROVED BY THE STATE PURCHASING DIRECTOR.

DELIVERY TIME FRAME:

PLACARDS MUST BE DELIVERED WITHIN 4 - 6 WEEKS AFTER RECEIPT OF PO.

FREIGHT:

BID IS F.O.B. DESTINATION. ANY FREIGHT CHARGES MUST BE INCLUDED IN THE BID PRICES. FREIGHT MUST NOT BE SHOWN SEPARATELY ON THE ITB OR INVOICES.

CONTRACT PERIOD:

ESTABLISH A 12 MONTH CONTRACT WITH AN OPTION TO EXTEND FOR A SECOND, THIRD, FOURTH, AND FIFTH 12 MONTH PERIOD WITH THE SAME PRICING, TERMS AND CONDITIONS. THE SECOND, THIRD, FOURTH, OR FIFTH 12 MONTH PERIOD, IF AGREED BY BOTH PARTIES, WOULD BEGIN THE DAY AFTER THE FIRST, SECOND, THIRD, OR FOURTH 12 MONTH PERIOD EXPIRES. ANY SUCCESSIVE EXTENSION MUST HAVE WRITTEN APPROVAL OF BOTH THE STATE AND VENDOR NO LATER THAN 30 DAYS PRIOR TO EXPIRATION OF THE PREVIOUS 12 MONTH PERIOD.

* SPECIAL NOTE - CHANGES IN FEDERAL OR STATE LAWS WHICH AFFECT THE CONSTRUCTION (EXCEPT FOR MINOR CHANGES SUCH AS COLOR) WILL RESULT IN CANCELLATION OF THIS CONTRACT, AS SPECIFICATIONS AND PRICING CANNOT BE CHANGED AFTER A BID. THE VENDOR WILL BE GIVEN 30 DAYS NOTICE OF CANCELLATION.

ORDERING PROCESS:

PURCHASES WILL BE MADE BY CONTRACT RELEASE ORDERS.

PRORATION:

ANY PROVISION OF A CONTRACT RESULTING FROM THIS BID TO THE CONTRARY NOTWITHSTANDING, IN THE EVENT OF FAILURE OF THE STATE TO MAKE PAYMENT HEREUNDER AS A RESULT OF PARTIAL UNAVAILABILITY, AT THE TIME SUCH PAYMENT IS DUE, OF SUCH SUFFICIENT REVENUES OF THE STATE TO MAKE SUCH PAYMENT (PRORATION OF APPROPRIATED FUNDS FOR THE STATE HAVING BEEN DECLARED BY THE GOVERNOR PURSUANT TO SECTION 41-4-90 OF THE CODE OF ALABAMA 1975), THE CONTRACTOR SHALL HAVE THE OPTION, IN ADDITION TO THE OTHER REMEDIES OF THE CONTRACT, OF RENEGOTIATING THE CONTRACT (EXTENDING OR CHANGING PAYMENT TERMS OR AMOUNTS) OR TERMINATING THE CONTRACT.

REQUESTED INFORMATION:

ANY ADDITIONAL INFORMATION REQUESTED FROM A VENDOR MUST BE FURNISHED WITHIN FIVE (5) DAYS FROM RECEIPT OF REQUEST.

QUANTITY:

QUANTITIES SHOWN BELOW ARE ESTIMATED USAGES AND MAY ACTUALLY BE MORE OR LESS. ORDERS WILL BE PLACED AS THE DEPT. OF REVENUE HAS NEED.

EST. USAGE FOR THREE (3) YEARS, PERMANENT DISABILITY PARKING
PLACARDS: 380 M
EST. USAGE FOR THREE (3) YEARS, TEMPORARY DISABILITY PARKING
PLACARDS: 35 M
PLEASE NOTE THAT THE UNIT OF MEASURE IS "M", WHICH IS PER 1,000
PLACARDS.

SPECIAL TERMS & CONDITIONS

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INVITATION TO BID

PROOFS:

AWARDED VENDOR MUST PROVIDE COLOR PROOFS AND SAMPLE PLACARDS (MADE AS PER THE PLACARD SPECIFICATIONS) PRIOR TO THE FINAL MANUFACTURING RUN. CHARGES FOR THE PROOFS AND SAMPLE PLACARDS MUST BE INCLUDED IN THE BID PRICE AND NOT SHOWN SEPARATELY ON THE ITB OR INVOICE. REQUEST FOR PAYMENT FOR PROOFS AND SAMPLES WILL BE DENIED.

PROOFS MUST BE MAILED TO THE FOLLOWING:

DEPARTMENT OF REVENUE
MOTOR VEHICLE DIVISION
ATTN: MS. AMY BRIGHT
P.O. BOX 327630
MONTGOMERY, AL 36130-7630

SPECIFICATIONS

VENDOR NAME :

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INVITATION TO BID

***** SPECIFICATIONS FOR 966L38 *****

PERMANENT DISABILITY ACCESS PARKING PLACARDS

SIZE: 9-1/4" X 3-1/2" DIE CUT

MATERIAL: .035 POLYLITH OR POLYETHYLENE

NUMBERING:

SERIALLY NUMBERED ON BOTH SIDES WITH UP TO EIGHT DIGITS, INCLUDING THE PRECEDING "P", ARIAL 24 FONT, NO SKIPS OR DUPLICATE NUMBERS ALLOWED. EACH PLACARD MUST HAVE THE SAME NUMBER PRINTED ON BOTH SIDES HORIZONTALLY.

COLORS:

PERMANENT REMOVABLE PLACARDS ARE ON A WHITE BACKGROUND WITH BLUE LETTERING. PLACARD NUMBERING MUST BE IN BLACK.

PRINTING REQUIREMENTS ON BOTH SIDES:

- 01) TWO-SIDED HANGER STYLE PLACARD
- 02) INTERNATIONAL SYMBOL OF ACCESS, THREE INCHES IN HEIGHT, CENTERED ON PLACARD AND IS WHITE WITH A BLUE SHIELD
- 03) ALL MONTHS (JAN THROUGH DEC) WILL BE PRINTED ON THE "OPEN" HANGER SIDE OF THE PLACARD.
- 04) EXPIRATION YEAR WILL BE PRINTED ON THE LOWER SECTION OF THE PLACARD, BELOW THE INTERNATIONAL SYMBOL OF ACCESS.
- 05) THE GREAT SEAL OF THE STATE OF ALABAMA WILL BE CENTERED AND PRINTED ON THE LOWER SECTION OF THE PLACARD, BELOW THE EXPIRATION YEAR.
- 06) EACH PLACARD HAS A UNIQUE SERIAL IDENTIFICATION NUMBER PRINTED IN BLACK OVER THE GREAT SEAL.
- 07) EACH PLACARD WILL HAVE THE FOLLOWING FOUR (4) STATEMENTS APPEARING ON BOTH SIDES, IN A POSITION TO BE DETERMINED BY THE DEPARTMENT OF REVENUE, IN WHITE LETTERING ON A BLUE BACKGROUND:

IMPORTANT: REMOVE BEFORE DRIVING VEHICLE

NOTICE: MISUSE OF THIS PLACARD IS A CLASS B MISDEMEANOR

EXPIRES LAST DAY OF MONTH PUNCHED

INVALID IF MORE THAN ONE MONTH IS PUNCHED

INSPECTION AND PACKAGING:

- 01) PLACARDS MUST BE SHRINK-WRAPPED 100 PER PACK, IN SEQUENTIAL ORDER, AND MUST BE PACKED AT NO MORE THAN 10 PACKS PER CARTON.
- 02) PLACARDS MUST BE PACKAGED IN CORRUGATED CARTONS WITH A MINIMUM MULLEN STRENGTH TEST OF 200.
- 03) INTERNAL DIMENSIONS OF CARTONS TO BE APPROXIMATELY 1/8" GREATER THAN WIDTH AND 3/16" GREATER THAN THE LENGTH OF PLACARDS PACKED.
- 04) THE CARTONS MUST BE LABELED ON THE SIDE WITH A LABEL WHICH INDICATES THE NUMBER OF PLACARDS IN THE CARTON AND THE BEGINNING AND ENDING NUMBERS OF PLACARDS WITHIN THE CARTON. CARTONS MUST BE LABELED (I.E. BOX 1 OF 20, BOX 2 OF 20, ETC.) TO AID IN THE INVENTORY PROCESS.
- 05) CARTONS MUST BE PALLETIZED WITH THE HIGHER NUMBERS LOCATED ON THE BOTTOM AND LOWER NUMBERS ON THE TOP.

TOLERANCES:

- 01) COPY/LAYOUT TOLERANCES - NOMINAL DIMENSIONS FOR COPY, AS SPECIFIED ON THE LAYOUT, MUST BE MAINTAINED TO +/- 0.005". THESE DIMENSIONS MUST BE MAINTAINED DURING THE ARTWORK PROCESS OF PLACARD PRODUCTION.

SPECIFICATIONS

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INVITATION TO BID

- 02) PLACARD SIZE TOLERANCE - PLACARD SIZES REGARDING HEIGHT AND WIDTH MUST NOT VARY MORE THAN +/- 0.062" (1/16") FROM THE ORIGINAL LAYOUT SPECIFICATIONS.

***** SPECIFICATIONS FOR 966L45 *****

TEMPORARY DISABILITY ACCESS PARKING PLACARDS

SIZE: 9-1/4" X 3-1/2" DIE CUT

MATERIAL: .035 POLYLITH OR POLYETHYLENE

NUMBERING:

SERIALLY NUMBERED ON BOTH SIDES WITH UP TO EIGHT DIGITS, INCLUDING THE PRECEDING "T", ARIAL 24 FONT, NO SKIPS OR DUPLICATE NUMBERS ALLOWED. EACH PLACARD MUST HAVE THE SAME NUMBER PRINTED ON BOTH SIDES HORIZONTALLY.

COLORS:

TEMPORARY REMOVABLE PLACARDS ARE ON A WHITE BACKGROUND WITH RED LETTERING. PLACARD NUMBERING MUST BE IN BLACK.

PRINTING REQUIREMENTS ON BOTH SIDES:

- 01) TWO-SIDED HANGER STYLE PLACARD
- 02) INTERNATIONAL SYMBOL OF ACCESS, THREE INCHES IN HEIGHT, CENTERED ON PLACARD AND IS WHITE WITH A RED SHIELD
- 03) ALL MONTHS (JAN THROUGH DEC) WILL BE PRINTED ON THE "OPEN" HANGER SIDE OF THE PLACARD AND YEARS 2010 THROUGH 2019 WILL PRINTED ON THE "CLOSED" HANGER SIDE OF THE PLACARD.
- 04) THE GREAT SEAL OF ALABAMA WILL BE CENTERED AND PRINTED ON THE LOWER SECTION OF THE PLACARD, BELOW THE INTERNATIONAL SYMBOL OF ACCESS.
- 05) EACH PLACARD HAS A UNIQUE SERIAL IDENTIFICATION NUMBER PRINTED IN BLACK OVER THE GREAT SEAL.
- 06) EACH PLACARD WILL HAVE THE FOLLOWING FOUR (4) STATEMENTS APPEARING ON BOTH SIDES, IN A POSITION TO BE DETERMINED BY THE DEPARTMENT OF REVENUE, IN WHITE LETTERING ON A RED BACKGROUND:

IMPORTANT: REMOVE BEFORE DRIVING VEHICLE

NOTICE: MISUSE OF THIS PLACARD IS A CLASS B MISDEMEANOR

EXPIRES LAST DAY OF MONTH AND YEAR PUNCHED

INVALID IF MORE THAN ONE MONTH AND ONE YEAR IS PUNCHED

INSPECTION AND PACKAGING:

- 01) PLACARDS MUST BE SHRINK-WRAPPED 100 PER PACK, IN SEQUENTIAL ORDER, AND MUST BE PACKED AT NO MORE THAN 10 PACKS PER CARTON.
- 02) PLACARDS MUST BE PACKAGED IN CORRUGATED CARTONS WITH A MINIMUM MULLEN STRENGTH TEST OF 200.
- 03) INTERNAL DIMENSIONS OF CARTONS TO BE APPROXIMATELY 1/8" GREATER THAN WIDTH AND 3/16" GREATER THAN THE LENGTH OF PLACARDS PACKED.
- 04) THE CARTONS MUST BE LABELED ON THE SIDE WITH A LABEL WHICH INDICATES THE NUMBER OF PLACARDS IN THE CARTON AND THE BEGINNING AND ENDING NUMBERS OF PLACARDS WITHIN THE CARTON. CARTONS MUST BE LABELED (I.E. BOX 1 OF 20, BOX 2 OF 20, ETC.) TO AID IN THE INVENTORY PROCESS.
- 05) CARTONS MUST BE PALLETIZED WITH THE HIGHER NUMBERS LOCATED ON THE BOTTOM AND LOWER NUMBERS ON THE TOP.

TOLERANCES:

- 01) COPY/LAYOUT TOLERANCES - NOMINAL DIMENSIONS FOR COPY, AS SPECIFIED ON THE LAYOUT, MUST BE MAINTAINED TO +/- 0.005". THESE

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- 02) DIMENSIONS MUST BE MAINTAINED DURING THE ARTWORK PROCESS OF
PLACARD PRODUCTION.
PLACARD SIZE TOLERANCE - PLACARD SIZES REGARDING HEIGHT AND
WIDTH MUST NOT VARY MORE THAN +/- 0.062" (1/16") FROM THE
ORIGINAL LAYOUT SPECIFICATIONS.

ATTACHMENTS

VENDOR NAME :

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INVITATION TO BID

***** IMPORTANT INSTRUCTIONS *****

IT IS THE RESPONSIBILITY OF BIDDING VENDORS TO READ THIS ENTIRE ITB FROM BEGINNING TO END AND TO COMPLY WITH ALL INSTRUCTIONS AND TERMS AND CONDITIONS OF THIS BID.

SAMPLE PLACARDS ARE AVAILABLE UPON REQUEST.

FOR SAMPLES OR SPECIFICATION QUESTIONS, CONTACT:

MS. AMY BRIGHT

PHONE: (334) 242-9091

E-MAIL: AMY.BRIGHT@REVENUE.ALABAMA.GOV

FAX: (334) 353-7846

REMINDER: AN ORIGINAL AND A MINIMUM OF ONE COMPLETE EXACT COPY OF THE INVITATION-TO-BID RESPONSE IS REQUIRED OR YOUR BID WILL BE REJECTED. THIS INCLUDES ANY ATTACHMENTS/DOCUMENTATION. (PAGE 2).

PRICE SHEET

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INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
UNLESS SPECIFIED OTHERWISE BELOW:					
SHIP TO: R1 /					
STATEWIDE					
00001	COMMODITY CODE: 966-75-090113 PERMANENT DISABILITY ACCESS PARKING PLACARDS PER SPECIFICATIONS 966L38.	1	M	_____	_____
00002	COMMODITY CODE: 966-75-090114 TEMPORARY DISABILITY ACCESS PARKING PLACARDS PER SPECIFICATIONS 966L45.	1	M	_____	_____

PAGE TOTAL

BID TOTAL

